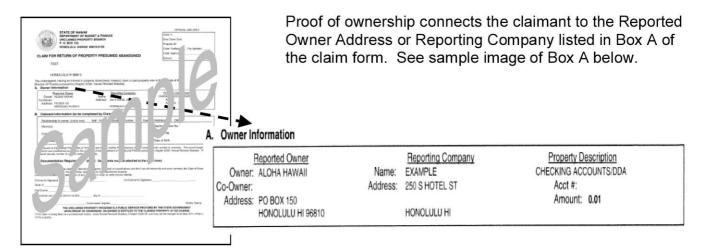


## **Business Claim Instructions**

This information applies if you are filing a claim on behalf of a business, corporation, partnership, professional association, non-profit organization, government entity, or private organization.

## Claimants must submit:

- 1. A completed Claim for Property Presumed Abandoned (claim form)
- 2. Copy of documentation proving reported business' ownership of the property



Examples of a document accepted to confirm proof of ownership are:

- Bank or Credit Card Statement
- Birth or Marriage Certificate
- Postmarked Envelope
- Title & Escrow Statement
- Utility Bills

- Cancelled Check
- Payroll Statement
- Tax Return
- Mortgage Document
- 3. Provide a copy of a document or form evidencing the federal identification number for the business/organization.
- 4. A document such as the latest Annual Corporate Exhibit or Corporate Resolution showing authority to sign the forms on behalf of the company <u>ALONG</u> with a copy of company identification card or other documents evidencing position in the company.
  - If the company has dissolved, a document evidencing the dissolution of the company and your authority to sign on behalf of the dissolved company, a completed Tax Clearance Application form, and stock certificate evidencing ownership of shares in the dissolved company are required.

Mail the claim form and documents to:

State of Hawaii Unclaimed Property Program P.O. Box 150 Honolulu, Hawaii 96810

You will be notified if additional documents are needed to process your claim.